



# United States Bankruptcy Court Northern District of Georgia

Vacancy #03-10

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## CASE ADMINISTRATOR

<b>No. of Vacancies:</b>	<b>One or More Positions May Be Filled Through This Announcement</b>
<b>Location:</b>	<b>Atlanta, Georgia</b>
<b>Opening Date:</b>	<b>May 5, 2003</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>
<b>Salary:</b>	<b>CL 24 (\$28,517 - \$46,342) <i>Based Upon Qualifications</i></b>
<b>Promotion Potential:</b>	<b>CL 25 (\$31,498 - \$51,185)</b>

**Description of Duties:** The Case Administrator is responsible for managing all cases pertaining to his or her terminal digit assignment, from opening the case in the computer system to disposition. The candidate will manage the progression of the bankruptcy cases and related adversary proceedings by maintaining the official case records, monitoring the completion of the required procedural steps, and performing docketing (summarizing entries on the docket of all documents filed in the case) and will perform electronic case filing duties, which includes auditing computer records to meet quality requirements. The candidate will also process case conversions from one chapter to another, prepare and maintain the claims register and interact with Chambers' staff, Clerk's office staff, members of the bar, the U.S. Trustee's office, and the general public.

**Mandatory Qualifications:** The successful candidate must be a high school graduate or equivalent, possess two years of general experience and at least one year of specialized experience. The candidate must be reliable and able to communicate well verbally and in writing with all levels of staff, both Chambers and the Clerk's office, as well as the public. The candidate must type a minimum of **45 words per minute**. A typing test will be administered to qualified applicants prior to scheduling an interview. General experience is defined as progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems. Specialized experience is defined as progressively responsible legal experience requiring the routine use of the keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, corporate headquarters or personnel/payroll operations.

**Desirable Qualifications:** At least one year of college education or technical school training. Display a pleasant attitude and work well with others and be mature, responsible, reliable and organized. Have the ability to take initiative and work in a team-based environment. Experience with, or the willingness to learn, office automation products such as e-mail and WordPerfect. Familiarity with Windows is a plus.

**How to apply:** Submit an Application for Judicial Branch Federal Employment or a resume, including salary history, with a cover letter detailing how your qualifications meet the job requirements to United States Bankruptcy Court, Case Administrator #03-10, PO Box 3349, Atlanta, Georgia 30302. All applicants will be screened to identify the best qualified candidates. A skills assessment test will be administered. Only the best qualified candidates will be invited for a personal interview.

**Notice to Applicants:** The United States Bankruptcy Court is an **Equal Opportunity Employer**. Employees of the United States Bankruptcy Court are required to adhere to a Code of Conduct which is available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Final candidates will be subject to a background check. The court will not pay for any interview or relocation expenses.